

#### DEPARTMENT OF THE NAVY

# NAVAL TRAINING CENTER 2601A PAUL JONES ST GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 4650.1B N22

MAY 2 4 2001

## NTC GREAT LAKES (COMPLEX) INSTRUCTION 4650.1B

From: Commander, Naval Training Center, Great Lakes

Subj: SHIPMENT OF ADMINISTRATIVE MATERIAL

Ref: (a) NAVSUP Manual, Vol. V, Chapter 2, Part K, Para 52558

Encl: (1) DD Form 1149, Requisition and Invoice/Shipping
Document (Sample)

- 1. <u>Purpose</u>. To provide procedural guidance for activities requiring shipment of administrative materials by a commercial air express or small parcel carrier.
- 2. <u>Cancellation</u>. NTCGLAKESINST 4650.1A. This instruction has been substantially revised and should be reviewed in its entirety.
- 3. <u>Definition</u>. Administrative material shipments are defined as correspondence, such as personnel records, payroll records, laboratory samples (except whole blood and urine specimens), computer disks, X-rays, publications/technical manuals not requisitioned through the supply system, contracts, financial documents, blueprints and similar documents. Administrative material shipments should be utilized only when competent authority has determined the shipping requirement is a necessary option in lieu of regular postal service delivery.
- 4. <u>Background Information</u>. Per reference (a), all administrative shipments must be routed through the Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, Naval Training Center (NTC), Building 3502. The Freight Rate Specialist is responsible for selecting the most economical method of movement and ensuring that shipments are properly packaged, labeled, marked, and delivered expeditiously.

### 5. Action

a. Requesting Activity

#### NTCGLAKESINST 4650.1B

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- (1) For each shipment, prepare a Requisition and Invoice/Shipping Document (DD Form 1149), enclosure (1). Multiple shipments can be included on the same form provided the shipments are being sent to one destination.
- (2) Complete all blocks shown as Requisitioner Assigned (RA) on enclosure (1).
- (3) The accounting appropriation data is charged from the requestor's local funding authorization. Cite a line of accounting, chargeable to the requestor, in Block 4 of enclosure (1) as required by reference (a).
- (4) Annotate the date by which the delivery must be completed in Block 7.
- (5) Have the official authorized to procure services, for the requesting activity, sign in Block 10.
- (6) Describe the items shipped, in Block 4(b). This block must also contain a point of contact and telephone number for possible questions concerning the shipment.
- (7) Deliver the item(s) with the DD Form 1149 to Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, Building 3502, no later than 1330. High priority/ urgent shipments received after the carrier has picked up will be prepared by the Traffic Branch. If requested, the Traffic Branch will request a carrier pick-up at the customer's activity or the customer may deliver it to the carrier's facility.
- (8) Forward a copy of the DD Form 1149 to the requestor's authorized accounting activity for obligation purposes when shipment is accepted by Traffic Branch, NTC Warehouse/Transportation Department, Supply and Logistics.
- (9) The requesting activity will not receive an invoice for carrier service. Responsibility for certification and processing of invoices resides in the Traffic Branch, Warehouse/Transportation Department, Supply and Logistics.
- b. <u>Traffic Branch</u>, <u>Warehouse/Transportation Department</u>, <u>Supply and Logistics</u>, <u>NTC</u>

## MAY 2 4 2001

- (1) Select the most economical carrier for the shipment based upon delivery date cited in Block 7 of the DD Form 1149 and availability of service.
- (2) Cite a Procurement Instrument Identification Number (PIIN) on both the DD Form 1149 and the Commercial Bill of Lading (CBL) prior to shipment.
- (3) Return to the requesting activity a copy of the DD Form 1149, which includes pickup date, the CBL number, assigned PIIN, and estimated cost.
- (4) Instruct the carrier to submit all administrative shipment invoices/CBLs to the shipping officer for certification. The incoming invoice/CBL will then be matched with the DD Form 1149 on file and certified promptly by the Freight Rate Specialist in accordance with the requirements of the Prompt Payment Act.
- (5) Forward the certified invoice to Defense Finance and Accounting Service (DFAS) Pensacola Operating Locations, Code FPOA, PO Box 33900, Pensacola FL 32508-3900.

## c. Paying Office

- (1) Process all charges by requisition number, PIIN, and chargeable line of accounting, as cited on the DD Form 1149.
- (2) Charge interest penalties assessed under the provisions of the Prompt Payment Act to the Certifying Unit Identification Code (UIC).
- 6. <u>Point of Contact</u>. Assistance or further information may be obtained through the NTC Freight Rate Specialist at 688-4706.

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Distribution: NTCGLAKESINST 5216.5M Lists I & II (Case A)

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching exterior data sources, gathering and maintaining the data neoded, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden. Headquarters Services, Directorate for information of informat 11a. VOUCHER NUMBER & DATE (YYMMDD) AMOUNT 20. RECEIVER'S VOUCHER NO GRAND TOTAL Form Approved OMB No. 0704-0248 14. BILL OF LADING NUMBER 5. REQUISITION DATE | 6. REQUISITION NUMBER UNIT PRICE ε RA 8. PRIORITY 15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.  $\Upsilon B$ 盔 COST CODE DATE (YYMMDD) DATE (YYMMDD) DATE (YYMMDD) SHIPMENT CON-NOS. RA RA RA 7. DATE MATERIAL REQUIRED (YYMMDD) RA SOE ₹ RA TYPE CON: TAINER CONTAINERS RECEIVED EXCEPT AS NOTED 9. AUTHORITY OR PURPOSE ADMINISTRATIVE QUANTITIES RECEIVED EXCEPT AS NOTED POSTED 12. DATE SHIPPED (YYMMDD) PROPERTY ACCT'G ACTIVITY SUPPLY ACTION 13. MODE OF SHIPMENT 9 NO. OF SHEETS 10. SIGNATURE RA RA 17. SPECIAL HANDLING 6. **EMOM-**TOTAL QUANTITY REQUESTED 9 RA REQUISITION AND INVOICE / SHIPPING DOCUMENT AUTHORIZATION ACCT'G ACTIVITY SSUE SSUE RA SUBAL-LOT. SUPPLY AND LOGISTICS, TRAFFIC BRANCH, N223, BLDG 3502 GREAT LAKES, IL 60088 RA FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND / OR SERVICES DESCRIPTION TOTAL BUR. CONT. NO. RA REQUESTING ACTIVITY NTC TRAFFIC BRANCH OBJ. CL. RA 16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO TOTAL CON: TAINERS NAVAL TRAINING CENTER BY BY 4. APPROPRIATIONS SYMBOL AND SUBHEAD COMPLETED DD Form 1149, DEC 93 DEFINITIONS TB I. FROM: (include ZIP Code) RA 2. TO: (Include ZIP Code 3. SHIP TO - MARK FOR PIIN: CHECKED BY POC: PACKED BY RA: TB: ISSUED BY RA RA RA RA N E 9 ₽ Enclosure (1)

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TOTAL COST

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NTCGLAKESINST 4650.1B

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Previous editions are obsolete.